

ARMY REGULATION

No. 604-305

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 21 May 1965

PERSONNEL SECURITY CLEARANCE

CIVILIAN EMPLOYEE SECURITY PROGRAM REPORTING
REQUIREMENTS

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1. **General.** Executive Order 10550, 5 August 1954, requires that each department or agency of the Government shall advise the Civil Service Commission of the action taken concerning an applicant or employee who is the subject of a full field investigation under the provisions of Executive Order 10450. Executive Order 10550 requires that this report be made as soon as possible and in no event later than 90 days after receipt of the final investigative report.

2. **Reporting requirements.** The U.S. Civil Service Commission requires a control file for all background investigations conducted by the Army and full field investigations conducted by the Federal Bureau of Investigation of employees who are pending a security determination under Executive Order 10450. Therefore, the Civil Service Commission will be furnished information as follows:

a. When a background investigation conducted by the Department of the Army is completed, the control office (the Office of the Assistant Chief of Staff, CONUS Operations, of the U.S. Army Intelligence Corps Command for all investigations of personnel located within CONUS, or the intelligence staff officer of a major overseas command for investigations of personnel located in the overseas command's area of jurisdiction) will prepare SF 74 (Notice of Transmittal of Investigative Reports for Security Determination) in duplicate, and transmit direct to the Bureau of Personnel Investigations, U.S. Civil Service Commission, Washington, D.C., 20415, on the same date the reports are transmitted to the employing installation for a determination under Executive Order 10450.

b. When a background investigation is conducted by the Department of the Army and one of the five actions listed on SF 72 (Report of Action After Agency Full Field Investigation) is completed, the employing installation will immediately prepare one copy of SF 72 and forward it to the Bureau of Personnel Investigations, U.S. Civil Service Commission, Washington, D.C., 20415. In those cases in which a favorable determination has been made, the date of the determination will be shown in the block in the lower right corner of the form. In other cases, the date of the preparation of the form will be shown in that block.

c. When it is necessary to request supplemental investigation by either the Federal Bureau of Investigation or the Department of the Army, and a SF 74 has previously been transmitted to the U.S. Civil Service Commission a copy of the SF 74 previously submitted will be prepared by the control office and prominently noted "Supplemental investigation initiated (date)" and transmitted to the Bureau of Personnel Investigations, U.S. Civil Service Commission.

d. If an applicant who has been the subject of a background investigation enters on duty prior to a final security determination, the employing installation will immediately notify the Bureau of Personnel Investigations, U.S. Civil Service Commission. This notification will be made in duplicate on SF 74 giving subject's name, date and place of birth, duty assignment, and dossier number of the case. After the case is disposed of, the employing installation will submit a single copy of SF 72 reporting the disposition of the case to the

This regulation supersedes AR 604-305, 15 May 1964 and DA message 998942, 7 January 1965.

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Bureau of Personnel Investigations, U.S. Civil Service Commission.

e. The responsibility for the submission of the SF 74 and SF 79 (Notice of Security Investigation) in cases in which U.S. Army Intelligence Corps Command conducts the CONUS portion of of an oversea controlled investigation rests with the oversea command exercising assignment jurisdiction.

3. Investigations conducted by Federal Bureau of Investigation. In those cases where the investigation has been conducted by the Federal Bureau of Investigation under section 8(d), Executive Order 10450, the U.S. Civil Service Commission will forward report of such investigation to the Chief, U.S. Army Personnel Security Group, Fort Holabird, Md., 21219, who will—

a. In the case of an applicant, forward the report of investigation to the appropriate employing installation commander with instructions to initiate action under paragraph 23, SR 620-220-1. If the applicant is not appointed, the entire file will be returned to the U.S. Army Personnel Security Group.

b. In the case of an incumbent employee, take action in accordance with provisions of paragraph 26g, SR 620-220-1.

c. Report the final action taken to the U.S. Civil Service Commission, using SF 73 (Report of Action After CSC or FBI Section 8(d) Full Field Investigation).

4. Notification upon initiation or discontinuance of investigation. Section 9(b) of Executive Order 10450 provides that the heads of all departments and agencies shall furnish promptly to the U.S. Civil Service Commission information appropriate for the establishment and maintenance of the Security Investigations Index.

a. The control office will submit an SF 79 in duplicate with the words "no report required" checked, to the Bureau of Personnel Investigations, U.S. Civil Service Commission, Washington, D.C., 20415, as follows:

(1) At the time of initiation of Background [ACSI]

Investigation requested by an employing installation after completion of the Preappointment National Agency Check by the U.S. Civil Service Commission.

(2) At the time the DA Form 2784 (Request for and Results of Personnel Security Action) is received by the control office in those cases in which the National Agency Check will be conducted by the Department of the Army.

The U.S. Army Counterintelligence Records Facility, Fort Holabird, Md., 21219, will be listed as the location at which the results of the investigation will be available.

b. When a background investigation being conducted by the Department of the Army is discontinued prior to completion of the investigation, the control office will immediately notify the Bureau of Personnel Investigations, U.S. Civil Service Commission, Washington, D.C., 20415, giving the date the investigation was discontinued and the reason therefor.

5. Cases pending 90 days or more. The Chief, U.S. Army Personnel Security Group will furnish a monthly listing of cases which have been pending 90 days or more to appropriate employing installation commanders. Upon receipt of the monthly listing employing installation commanders will advise the Civil Service Commission by submitting SF 72 or 73, whichever is appropriate, of final action in those cases listed. In the event a SF 72 has previously been submitted on a listed case and it is apparent from the time lapse that the report has been lost or misplaced, another report of final action will be submitted by the employing installation to the Civil Service Commission on a SF 72. Employing installation commanders will also inform the Chief, U.S. Army Personnel Security Group, Fort Holabird, Md., 21219, of the action taken in each case within 15 days after receipt of the above-mentioned listing.

6. Reports control. Reporting procedures outlined in this regulation are exempt from reports control under paragraph 39h, AR 335-15.



By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
*Major General, United States Army,
The Adjutant General.*

HAROLD K. JOHNSON,
*General, United States Army,
Chief of Staff.*

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